



NON-ACADEMIC DEPARTMENTAL REVIEW

December 2022

ATHLETICS



G GARDEN CITY
COMMUNITY COLLEGE

Non-Academic Departmental Review Self-Study

Department: Athletics

Department Head: MIKE PILOSOFF

Submitted by: Mike Pilosof

Submission Date: 12/14/22

INSTRUCTIONS:

Complete this form using department documentation and your own observations. This self-study is designed to be a narrative document and all responses to questions should be supported by rationale, explanation and or specific documentation.

All documentation provided for the Non-Academic Departmental Review Self-Study should include the previous five years, beginning with the 2017-2018 academic year.

Adapted from Azusa Pacific University, Arizona State University, & Tyler Junior College, 2017.

GCCC Non-Academic Program Review Athletics
Office of Institutional Effectiveness & Accountability

MP

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1: Non-Academic Departmental Review Participants

List the names of **your department personnel** who contributed to the writing of this report and their position/association within your department.

Name	Association/Dept Role
Mike Pilosof	Athletic Director

2: Departmental Profile

A. Mission/Purpose

1. What is the mission of the department and how does it align with the institutional mission and other strategic priorities? **Broncbuster Athletics is committed to providing student athletes the opportunity to fully develop both their academic and athletic potential through study hall, practice, training, and competition.**

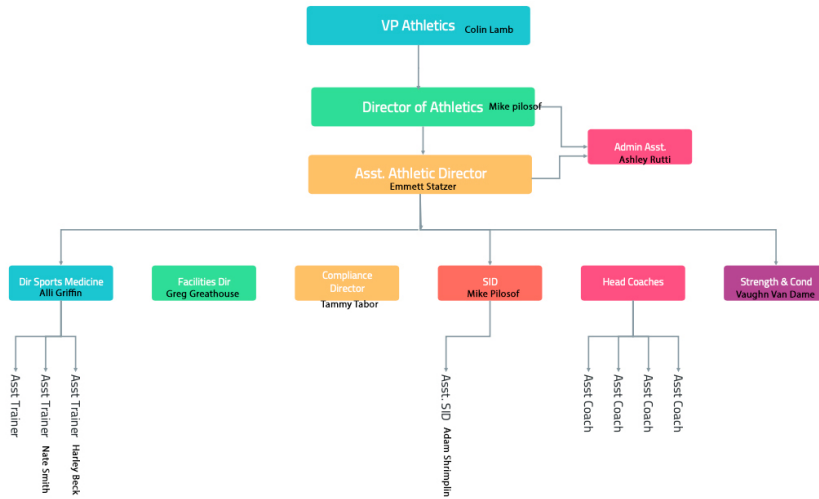
B. Human Resources

Combine all Sub-units for analysis.

1. How does the department assure that all personnel are qualified for their position? **Before any personnel are hired, a complete job description is drafted by the Athletic Director and Human Resources. Once that process is complete, the**

job is posted in NEOED with qualifying questions that tie directly to the job description. Those questions eliminate any candidates who don't qualify for the position based off resume. A candidate is then chosen for interview based off those specific qualifications related to the job.

2. Include an organizational chart with names and titles.



3. List departmental, divisional, College, professional, or community committee or board activities and leadership roles, if applicable, of each full-time employee for the past **five** years.
- a. Colin Lamb (VP of Student Services/Athletics)
 - b. Mike Pilosof (Director of Athletics)-College Council...Hall of Fame Committee...Jayhawk Conference Sports Information Directors Committee...Student Leadership Organizer...Game Day Administrator...Compliance

- c. Emmett Statzer (Assistant Director of Athletics)-Served two years DE&I Committee...Game Day Administrator...Compliance...Facilities management...Multiple community service projects (Examples: three years: The Siege 5K obstacle course-raises money for veterans' with disabilities...Food Drives for Genesis)...Helped organize student-leadership committee...Currently working on master's in sports administration...Head Track Coach
- d. Ashley Rutti (Administrative Assistant)-Building Emergency Leadership Team...Exploration Day Committee...Leadership Committee...Campus Works Strategic Enrollment Committee
- e. Greg Greathouse (Facilities Director)-Retention Committee...Game Day Management...Instructor...Athletic Trainer...Building Emergency Leadership Team...Alice Instructor...CPR Instructor
- f. Tammy Tabor (Eligibility Coordinator) ...Dean of Student Services...Deputy Title IX Coordinator...Disciplinary Committee
- g. Adam Shrimplin (Assistant SID/Creative Director)-Marketing Committee...Game Day management
- h. Allison Griffin (Head Athletic Trainer)-COVID task force...Leadership Academy...President elect sports medicine for Jayhawk Conference...Garden City Sports Advisory Team...Clinical rotation site for Northern Arizona University...Buster Value selection...Team Leader for Sports Medicine Department (11 students)
- i. Nate Smith (Athletic Trainer)-Not applicable
- j. Harley Beck (Athletic trainer)-Not applicable
- k. Vaughn Van Dame (Head Strength and Conditioning Coach)-Not applicable
- l. Tom Minnick (Head Football Coach) Vice President of Coaches Association
- m. Chenelle Jones (Defensive coordinator)-Not applicable
- n. Ryan Felker (Offensive coordinator)-Not applicable
- o. Fletcher Jones (Defensive Line Coach)-Not applicable
- p. Jumanne Robertson (Defensive Backs Coach)-Not applicable
- q. Robert Ortiz (Offensive Line Coach)-Not applicable
- r. Rusty Elmore (Men's Basketball Coach)-Not applicable
- s. Mike Harmon (Men's Basketball Assistant)-Not applicable
- t. Jack Galazka (Men's Basketball Assistant)-Not applicable
- u. Greg Franklin (Head women's basketball coach)-Not applicable
- v. Brad Zinn (Women's Basketball assistant)-Not applicable
- w. Raven Northcross-Baker (Women's Basketball assistant)-Not applicable
- x. Caleb Cox (Head Baseball Coach)-Not applicable
- y. Colby Deaville (Baseball Assistant)-Not applicable
- z. Amy Schmeckpeper (Head Softball Coach)-Not applicable
- aa. Paige Hightower (Assistant Softball Coach)-Not applicable
- bb. Mike Salazar (Head Men's & women's Golf Coach)-Not applicable
- cc. Corey Bryant (Head Men's and Women's Soccer Coach)-Facilities management
- dd. Tre Thomas (Soccer assistant)-

- ee. Cameron Rodriguez (soccer assistant)
- ff. Tiffany Minnick (Spirit Squad Coach)-Not applicable
- gg. Jim Boy Hash (Head Rodeo Coach)-Not applicable
- hh. Patrick Hiltz (Head Volleyball Coach)-President of NJCAA Division 1 Coach’s Association for the Jayhawk Conference
- ii. Chris Creal (Head Cross Country and Assistant Track Coach)-Not applicable
- jj. Indira Colon (Assistant track and cross country)-Game Day Management

4. List names and anticipated dates of retirement (month, year) within the next five years. **No expected retirements in the next five years**

NAME	MONTH	YEAR

5. How are the results of employee evaluations used in identifying professional development needs? **Employee evaluations consists of questions pertaining to quality of work, communication, dependability, goals, and attitude. They are built around the ideal team player which consists of the three virtues: Humble, hungry, and smart. After each staff member or coach completes their self-evaluation, the Director of Athletics completes their own evaluation of the employee before reviewing both documents. This summer, the directives from those questions will help steer the Athletic Department’s focus during its in-house professional development session.**
6. What department-specific professional development opportunities are offered/provided by the department? **Beginning in the summer of 2023, the athletic department will begin holding annual in-house professional development with staff to help train employees on general functionality, leadership, budgeting, fundraising, etc. In addition, each member of the athletic administration team and the head coaches are required to take an NJCAA online eligibility course.**
7. Show evidence that employees have continued their professional development by attaching a list of current full-time employees who participated in professional development activities during the past **five** years, and those activities.
- a. Mike Pilosof (Director of Athletics)-NJCAA National Convention Eligibility seminar...NACDA Athletic Directors National Convention

- b. Tammy Tabor (Eligibility Coordinator/Dean of Students)-NJCAA Eligibility seminar
- c. Allison Griffin (Head Athletic Trainer)-Corrective exercise specialist certification...performance exercise specialist...Must complete 50 continuing education units every two years to maintain athletic training certification
- d. Harley Beck (Assistant Athletic Trainer)- Must complete 50 continuing education units every two years to maintain athletic training certification
- e. Nate Smith (Assistant Athletic Trainer)- Must complete 50 continuing education units every two years to maintain athletic training certification
- f. Tom Minnick (Head Football Coach)-Coaching seminars at National Coach's Association annual convention
- g. Rusty Elmore (Head Men's Basketball Coach)- Coaching seminars at National Coach's Association annual convention
- h. Patrick Hiltz (Head Volleyball Coach)- Coaching seminars at National Coach's Association annual convention

C. Description of the Department and the Customers/Clients Served

1. What are the key functions, processes and services provided by the department? Include production level data such as students/customers served, transactions processed, etc. Explain any compliance duties or responsibilities. **The athletic department serves student-athletes in 17 sports: football, men's and women's basketball, baseball, softball, men's and women's golf, men's and women's soccer, spirit squad, men's and women's cross country, rodeo, volleyball, men's and women's track, and E-Sports. Coaches feature their student athletes in their respective sports and help them become recruitable to four-year institutions (NCAA, NAIA, etc). They accomplish this by making sure students succeed academically (making sure they are eligible and transferrable with a 2.5 GPA), athletically, and professionally. Coaches utilize campus resources to aid in this endeavor including academic advising, financial aid, and the business office.**

Compliance Duties: The Athletic Department must stay in compliance with all NJCAA bylaws which uphold all stipulations pertaining to amateurism.

2. What impact do those services have on students and other key stakeholders? What are the department's enhancements to the institution? **Athletics has a direct impact on the overall student population. In 2022, there were 319 student-athletes on campus, with 270 living in on-campus housing.**

As for enhancements to the institution, the department provides students with athletic opportunities in 17 different sports along with an affordable option for a two-year degree. In addition, the athletic department requires all

student-athletes perform community service. Each program performed a minimum of 10 community-service hours. Football participated in walk-your-kid-to-school day while also helping different families move furniture. The track program helped the local church load canned goods for the holidays. Each one of our sports participated in the 'ring the bell' for the Salvation Army, and our sports medicine department coordinated with a local group to organize a walk for Alzheimer's.

Commented [TT1]: Might want to be specific. Provide an appendix with each or list those here

3. Discuss how the department utilizes appropriate technology to provide services to its stakeholders. **The athletic department has created its own website: www.gobroncbusters.com, which provides visitors with up-to-date information about all 17 athletic programs. There, anyone can access schedules, student-athlete bios, statistics, live stats, video stream, and more. In addition, the Broncbuster athletics mobile app provides visitors with live updates on their phones and smart devices. Finally, the athletic department utilizes the Buster Biz App to reach students, faculty, and staff across campus, providing them with scheduling updates and breaking news.**

4. Describe any existing continuous improvement activities. **Improvements are the lifeblood of athletics. The institution's progressive mindset has led to things like a new-and-improved website, which launched in early 2023, a brand-new video board at the football stadium which aids in recruiting and marketing, and a second video board in the main gym. In addition, both the men's and women's basketball locker rooms have undergone extensive renovations over the past two years and new field turf was installed at Broncbuster Stadium during the summer of 2022. Finally, each year, coaches complete non-academic assessments that help with student-athlete academic and retention goals. Furthermore, future plans are in place to upgrade the volleyball and women's soccer locker room.**

Commented [TT2]: which did launch or launched

3: Departmental Resources

1. Describe the overall adequacy of resources (human, technological, capital, facilities, and fiscal) available to the department for providing effective service delivery and achieving outcomes. If additional resources are needed, please provide data and describe how those resources would improve services. **The athletic department has a complete staff, which employs 37 full-time coaches and staff.**

Professional Development

 1. **The athletic director travels to both the NJCAA Convention and the Athletic Directors' conference annually.**
 2. **Football attends the national coach's convention each January.**
 3. **Basketball attends the national convention during the NCAA Final Four.**

4. The sports medicine department attends the athletic training national conference in New Orleans.

Facilities

1. The department has the following athletic facilities:
 - a. Broncbuster Stadium (football and soccer)
 - b. Williams Stadium (baseball)
 - c. Conestoga Arena (basketball and volleyball)
 - d. Practice gym (basketball and volleyball)
 - e. Tangeman Sports Complex (softball)
 - f. Outdoor fitness center (Opened in 2022)
 - g. Horse Palace (Rodeo)
 - h. Media Room (Opened in 2022)
2. Technological
 - a. Each coach and staff member are issued a laptop
 - b. The Perryman Athletic Complex is on a controlled-access system, allowing coaches and staff to enter the building using their smart phone
 - c. State-of-the-art video boards in both Conestoga Arena (basketball and volleyball gym) and Broncbuster Stadium (football and soccer).
 - d. Digital Hall of Fame-touch screen system that provides visitors with a virtual look at the Broncbuster Athletics Hall of Fame
 - e. Coaches utilize social media to aid in recruiting.

Include documentation if requesting additional resources.

4: Departmental Innovation

1. Does the department engage in extracurricular activities as a service to the students and community (yes or no)? Yes
 - a. Broncbuster Buddy Day-Allows young athletes in the community to run drills with coaches and players
 - b. Team Community Service engagements (Example: Food Drives where numerous teams have helped deliver food to different organizations in town)
 - c. River cleanup
 - d. Salvation army during the holidays
 - e. Football team walking elementary kids to school
 - f. Football team reading to students at local elementary schools.
 - g. Football team loaded backpacks at Walmart for PTK
 - h. Each January, the department hosts the boys and girls High Plains Basketball Tournament
 - i. Each year, the department hosts the Real Men Real Leaders banquet inside Conestoga Arena.

If yes, list activities and explain how they benefit the students and/or community (e.g. fliers, internal department documentation)

2. What innovative ideas have been incorporated into the operation of the department during the last five years? Discuss the results and provide documentation. **One of the major innovations this past year was the creation of the Creative Director/Assistant Sports Information Director position. That person is the main hub for all creative services in the athletics' department, which includes video streaming services, photography, graphics, publication design, archiving data, and website management.**

Another innovation that was recently implemented was the creation of the Bronbuster Athletics Digital Hall of Fame. This system lives in the Hall of Fame Room and can be accessed by visitors using a touch-screen interface. It contains a virtual tour through the entire history of Bronbuster athletics including bios on every inductee.

Lastly, state-of-the-art video boards have been installed at the football, basketball, and baseball stadiums with interactive content and live stats.

OTHER INNOVATIONS

1. **Athletic Training Facilities Renovations:** Newly renovated main facility, the building of a second facility at Bronbuster Stadium, and delegation of space for a third facility at the softball fields. Each room is stocked with customized treatment and taping tables, therapeutic modalities (including electrical stimulation, ultrasound therapy, compression recovery units, cryotherapy water tubs, manual therapy instruments, and more), and rehabilitation/strengthening equipment.
2. **Student Program Development:** increased number of student athletic trainers improving practice/game injury monitoring, number of treatments, and sports medical coverage:
 1. Fall 2020: 8 students; Spring 2021: 7 students
 2. Fall 2021: 10 students; Spring 2022: 11 students
 3. Fall 2022: 11 students; Spring 2023: TBD
3. **Grant Received for Purchase of Vending Machine:** awarded \$12,000 in Fall 2022 from the Mary Jo Williams Endowment Grant for the purchase of a vending machine that will be catered to the protein and carb needs of athletes and active persons. The vending machine will be placed in a central location available to athletes and users of the on-campus gym facilities.

4. **Concussion Return to Learn:** Previously the handling of athletic concussions regarding classroom activity was to remove the athlete from class until symptoms resolved entirely and the athlete was cleared by a physician. Due to more recent research, the handling of concussions in the classroom is better served to return the injured to class as they can tolerate (often before asymptomatic). Head Athletic Trainer for the department met with faculty in an effort to modify the existing protocol and procedure and return athletes to class with recommended medical accommodations as needed. Thus, reducing missed class time and, in theory, improving academic success seen across athletes that sustain brain injuries.

5. **Mental Health and Mental Health Crisis Meeting with Coaches and Local Counseling Service:** a one-hour meeting was held with all members of the coaching staff and local counseling service in Garden City to educate them on warning signs of a mental health crisis, resources available to student-athletes, and what coaches can do for their student-athletes that are struggling with mental health. In addition, our family crisis on-campus advocate addresses dating violence, and our campus police officer, Rodney Dozier, talks about campus safety and Title IX.

5: Outcomes, Assessment Measures, Targets of Achievement, and Prior Results

1. If data has previously been gathered, list the intended objectives for the department for the past three years and cite the institutional Essential Skills and other Strategic Plan priorities that each objective supports. **Some of the strategic plan priorities include the creation of new positions including a creative director and an athletics graphic designer. In addition, we've requested an additional athletic trainer to assist with 17 different programs. Those priorities align with the intended objectives to make the department more visible in a growing social-media age.**
2. Describe the data gathering process and give results.

The data was gathered through several on-campus surveys including campus-wide assessment of Services and Student Assessment of Services. Those surveys detailed what employees and students wanted to see from our athletic department.

3. Analyze the data by comparing the actual results to the targeted levels of achievement and document what was learned.

One of biggest improvements over the past five years has been the size of our student athletic training program. In its infancy, there were three or four students. However, under the leadership of Allison Griffin, that program has grown to more than 20 students annually with goals to be well beyond that by 2028.

In addition, student-athlete behavior in the classroom has improved with more than 60 percent of faculty reporting that they were satisfied.

Furthermore, campus-wide support has improved with nearly 60 percent of staff and faculty reporting that they attended a sporting event this past year.

Finally, with this next five-year review, data will be generated through non-academic assessments and the campus-wide assessment of Services and Student Assessment of Services. In addition, each coach will be responsible for tracking student-athlete retention rates on an annual basis.

Commented [TT3]: I still feel like you should have something here that you will track.

4. The department will gather feedback regarding expectations and performance from stakeholders through interviews, surveys, focus groups or other appropriate measures. This feedback shall be considered when selecting performance measures and when continuous improvement plans are developed. Describe what changes have been made in response to these measures. **One major request gathered from campus surveys was to improve communication within the department. Some faculty members felt like coaches weren't getting back to them in a timely manner. To address this, we scheduled a meeting between faculty members and coaches in January 2023, which went over very well. Coaches and faculty exchanged phone numbers and developed a strategic plan to make sure communication was improved. Coaches shared their opinions of how they would like to be communicated with regarding grades and class attendance.**

Commented [TT4]: Put in the date

Attach copies of any stakeholder survey results for your department.

5. Use the results to develop a Continuous Improvement Plan for the department, improving efficiencies based on targeted outcomes. Include consideration for resources, processes, data collection, analysis and timelines for monitoring and assessing the results. List intended outcomes for the department that insure alignment with institutional Essential Skills and other strategic priorities.

For each outcome identify at least one method of measurement that will be used to assess progress toward the outcome. Assessment is strengthened when multiple measures are used. An assessment measure should provide meaningful, actionable data that the department can use to assess efficiency and improve processes.

Describe the target level of achievement for each measure. Levels of achievement shall be:

- Specific and measurable.
- Stated in numerical terms.
- Stated in realistic terms.
- Directly related to the outcome.
- Inclusive of all aspects of the outcome.
- Manageable and practical.

To demonstrate efficiency, determine if external or internal benchmarks are available for comparison.

1. Improve student-athlete retention-rates. From 2018-2022, retention rates totaled just 27.34 percent. At the two-year level, incentivizing students to stay is always a challenge, especially considering that some are NCAA qualifiers and aren't required to remain at a Junior College for two years. In addition, high transfer rates curb retention

numbers because a large majority of those students only attend for one semester before graduating.

- (1) To combat this, our department must create an environment that promotes student-athlete success. We must cultivate relationships with those players and recruit more local talent. Measurable: Student-athlete must be on a roster for two years to count towards retention rates.

6: Additional Comments

This space is for the department to add any additional comments to help clarify or explain its functions, if applicable.

The athletics department sole purpose is to serve student-athletes, helping them succeed academically, athletically and professionally by providing 17 different programs. The coach's job is to give students an opportunity to improve their academics while increasing their exposure on the field or court, making them more attractive in recruiting. In turn, the more than 300 student-athletes directly affect enrollment, producing revenue from both in-state and out-of-state tuition. This past year, we had more than 330 out-of-state students enrolled, while 1,572 coming from Kansas.

Finally, 11 athletic programs posted a grade point average of 3.0 or better each of the last two years. During the fall of 2023, 130 student-athletes achieved a 3.5 or higher.

Commented [TT5]: I don't think you need this here.

What about adding more information about team GPAs???

7: Executive Summary

1. Briefly describe how the department review was conducted: **The department review was conducted by collaborating with different directors and staff members. Data was gathered such as budgets, enrollment numbers, residential life population, etc.**

2. Describe the MAJOR conclusions regarding the present state of the department:

Like most departments, athletics is always striving to be more innovative when it comes to serving students. Collaboration and brainstorming while continuing to find the most effective and efficient ways to not only retain students, but to continue to set the bar high when it comes to graduation and transfer rates. In addition, athletics strives to work collectively with multiple departments including advising, admissions, and faculty. Lastly, we have created a Broncbuster athletic leadership team that is comprised of athletes from all of our 17 sports.

3. Briefly describe the goals and objectives of the department:
 - a. Increase retention rates: This is always a challenge, especially with larger sports like football, who have students that graduate in December. That affects annual retention rates. From 2018-2022, retention rates totaled 27 percent.
 - b. Fundraising: For 2023, the athletics department in collaboration with the Broncbuster Athletic Association (the department's fundraising arm), the goal is to host the Hall of Fame Banquet, which raised over \$15,000 in 2022 along with the BAA Golf Tournament, which brought in over \$20,000. In addition, the goal is to raise enough money through the BAA to help fund summer scholarships.
 - c. Video streaming: The streaming service offered by the department has seen tremendous improvement since its implementation a couple of years ago. The next step is to make it a full-production, like an ESPN, Fox, or CBS-type broadcast.
 - d. Video boards for both baseball and softball stadiums: This will enhance the overall production at each facility while providing an additional revenue stream. Additionally, it is another way to market student-athletes.

- e. Add additional programs: Women's wrestling is on the rise not only in Kansas, but nationwide. There have been internal discussions about implementing the program in the not-so-distant future.
4. Comment on the progress on previous Departmental Review Action Plans or Recommendations: **First five-year review using this format. Data will be available in the next review. However, here are a few things that we will be looking at:**
1. *Retention Rates*
 2. *Graduation Rates*
 3. *Student-athlete academic progress (comparing gpa's annually)*
 4. *Fundraising*
 5. *Facility improvements*

Departments completing the review for the first time will not have these items and need not answer this question.

5. Describe the department strengths:
- a. The people: the success of the department is by no means a singular effort. The staff and the coaches are what make all the processes work. And it starts with tremendous leadership from the President, down to the Vice Presidents, and the directors.
 - b. Academics. During the 2021-22 school year, eight programs produced a grade point average of 3.0 or higher. Those numbers increased to 11 programs in 2023.
 - c. On the field and court: The football team played in two National Championship Games over the past six years, winning its lone title in 2016. The men's basketball team finished in the top four in the Jayhawk Conference during the 2021-22 season, and the volleyball program won its most games in more than 20 years. Finally, during the spring of 2021, the softball team won a share of the Jayhawk West title and that same year, the men's golf team took four at the National Championships.

6. Describe what areas need improvement:

Commented [TT6]: Just give bullets of a few recommendations that you will be looking at

- a. Retention rates: **The survival and justification for any athletics department is based off student retention. In the past, those numbers, at least from a student-athlete perspective, have not been tracked. It is the department's goal to make sure those numbers are recorded and secured for comparative data.**
 - b. Program improvement: In 2022, the football program recorded its first losing season (4-6) since 2015, and last spring, baseball won just 25 games, the fewest in program history. Men's and women's soccer both recorded losing records in 2022 and softball finished 23-32.
7. State the recommendations for the department: **The recommendations are that retention rates must improve to continue to make the department viable. Of course, this is definitely a challenge due to the landscape of collegiate athletics. That includes the transfer portal at the NCAA level and transfer waivers. In addition, with the significant resources that the institution sets aside for athletics, there must improvement within several programs: football, women's basketball, baseball, and soccer.**

More importantly, grade point averages are paramount to the success of our student-athletes. They affect transferability as well as eligibility. And while the department has seen tremendous success with double-digit programs achieving 3.0 or higher-grade point averages, the goal is for all programs to reach that threshold.

Commented [TT7]: Could you make any recommendations regarding team GPAs here?

8: Departmental Action Plan (with timelines for recommendations)					
	Year 1	Year 2	Year 3	Year 4	Year 5
	Actions & Budget Implications	Actions & Budget Implications	Actions & Budget Implications	Actions & Budget Implications	Actions & Budget Implications
Recommendation 1: Improved retention rates Measure of Success: Increase in the number of student-athletes who stay two years and then graduate	Actions: 2 percent increase Budget Implications: Timeline:	Actions: 5 percent increase Budget Implications: Timeline: 1-Enhance student experience 2-Increase Name, Image, and Likeness offerings	Actions: 5 percent increase Budget Implications: Timeline:	Actions: 5 percent increase Budget Implications: Timeline:	Actions: 5 percent increase Budget Implications: Timeline:
Recommendation 2: Program improvement Measure of Success: Overall record, academic success, graduation rates and grade-point average (3.0 or higher)	Actions: Be in contention for the conference title...play in football national championship game Budget Implications: Timeline:	Actions: Be in contention for regional title Budget Implications: Timeline:	Actions: Qualify for National Tournament Budget Implications: Timeline:	Actions: Qualify for baseball World Series Budget Implications: Timeline:	Actions: Budget Implications: Timeline:
Recommendation 3: Enhancements to baseball and softball stadiums Measure of Success: Money raised for new videobords	Actions: Raise \$30k Budget Implications: Timeline:	Actions: Raise \$30k Budget Implications: Timeline:	Actions: Install Video boards at both softball and baseball stadiums Budget Implications: Timeline:	Actions: Budget Implications: Timeline:	Actions: Budget Implications: Timeline:

Recommendation 4: Measure of Success:	Actions: Budget Implications: Timeline:	Actions: Budget Implications: Timeline:	Actions: Budget Implications: Timeline:	Actions: Budget Implications: Timeline:	Actions: Budget Implications: Timeline:
Recommendation 5: Measure of Success:	Actions: Budget Implications: Timeline:	Actions: Budget Implications: Timeline:	Actions: Budget Implications: Timeline:	Actions: Budget Implications: Timeline:	Actions: Budget Implications: Timeline:

9: Signature Page and Archiving

Mike Pilosof 12/14/22

Department Head/Director Date

Appropriate Vice President Date

Vice President for Instructional Services Date

President Date

Archiving:

Division Leader submits to VP for Instructional Services

- 1. A complete electronic version of the Academic Comprehensive Program Review
- 2. All documentation (electronic)
- 3. A signed signature page.